



Responsibilities Include:

- Supporting administrative staff: answering phones, database entry, and sorting mail.
- Various projects as assigned

St. Paul Office:

- Assisting casework staff in helping constituents resolve problems and navigate federal bureaucracies.
- Compiling local news clips and distributing to district and DC office staff.
- Promoting constituent outreach efforts by communicating with constituents and constituent groups, attending meetings and events, and drafting correspondence.

Preferred Qualifications:

- Excellent written and oral communications skills.
- College juniors or seniors preferred (but not required.)
- Positive attitude and an ability to effectively handle a number of tasks at once.
- Strong connections to Minnesota.

Hours and compensation: Internships are available year-round. They are available on a

part-time or full-time basis. In some cases, a stipend may be available. Transportation and housing are the responsibility of interns.

Application process: Applicants should send a cover letter (indicating availability and the location of their desired internship), a resume and references.

Those interested in a St. Paul internship should fax materials to (651) 224-3056 or send to:

Office of Congresswoman Betty McCollum
Attn: St. Paul Internship Coordinator
165 Western Avenue North, Suite 17
St. Paul, MN 55102.

For internship application deadlines, please [click here](#) .

To view a copy of our Internship Job Description, please [click here](#) .